GUIDELINES:

• The Lang Center has a limited budget to fund student requests. Requests are considered on a first-come, first-serve basis, and may be granted at a portion of the total requested. The Lang Center will not entertain requests for funding once the available funds have been exhausted.

• The proposed activity must be congruent with the Lang Center’s mission.

• Awards are generally $50 per request.

• Funds are transferred to a College administrative account, or distributed as scholarship to students who are not acting on the part of a group with a College account (taxable event).

• The Lang Center will not entirely fund any activity.

• Request form for funds must be complete and submitted by email to Delores Robinson at drobins2@swarthmore.edu at least one week before the funding is required (if the group applying has a College account) or with at least two weeks lead time for individuals without College accounts needing a check.

• A decision will be made by the Lang Center Staff, and announced to the requester by email within two days of the request.

________________________________________________________________________

NAME OF ACTIVITY: _________________________________________

Total amount of funding needed from all sources: $_______________

Amount requested from the Lang Center: $__________________

Today’s date: ___________________ Event Date: __________________

Name ___________________________ Class Year _____

Student ID number __________________________

Phone: _________________________ Email: ______________________

Student Organizations involved:

1. ___________________________ Chartered by SBC? Yes/NO Account # ____________
2. ___________________________ Chartered by SBC? Yes/NO Account # ____________

What other campus entities have been asked to support this event, and if you have already received a response, how much have you been gifted from each? Please list below:

Name: ___________________________ Amount: ___________________________

Name: ___________________________ Amount: ___________________________

Name: ___________________________ Amount: ___________________________